



13 APR 1979

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MEMORANDUM FOR: Deputy Director for Administration

FROM: Donald E. Smith
Director of Training

SUBJECT: Request for Reimbursement for Costs of
Luncheon for Executive Seminar in
National and International Affairs
on 10 May 1979

REFERENCES: (a) Memo to DTR from EO/DDA, dated 27 May
1976 (DDA 76-2679), Subject:
Revision to Policy on Representation
Expenses, with Attachment
(b) Memo to DDA from DTR, dated 27 April
1977 (DDA 77-2392), Subject: Request
for Reimbursement for Costs of
Luncheon for Senior Seminar in
Foreign Policy on 18 May 1977

1. Action Requested: It is requested that you approve a charge to the DCI Imprest Fund covering the cost of a luncheon for the Foreign Service Institute's Executive Seminar in National and International Affairs on 10 May 1979. This includes luncheon for 30 members and staff of the Seminar and 20-25 CIA participants. The total would be \$251.35 for a maximum of 55 persons at \$4.57 each.

2. Background:

a. The Executive Seminar in National and International Affairs of the Foreign Service Institute will visit CIA for an orientation program on 10 May 1979. The Seminar, a 10-month program, is the most advanced training program designed for selected senior-grade officials of U.S. Government agencies with foreign affairs responsibilities. The members of the

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class, including two representatives from CIA, are GS-15s and above, and equivalent Foreign Service classes and military ranks. The group will be accompanied by the Coordinator, Ambassador James J. Blake, and two staff members. A copy of the Foreign Service Institute brochure on the Seminar is attached.

b. The program for the day includes presentations by senior Agency officials and concludes with a session with the Deputy Director of Central Intelligence. The participants in the luncheon will be senior officers of the Agency, including recent alumni of the Executive Seminar, and representatives of the Office of the DCI. The DDCI has been invited to attend the luncheon.

c. A precedent for this luncheon was established on 3 May 1977 by approval of a similar request in anticipation of the Seminar's visit to CIA on 18 May 1977 (Reference (b)).

3. Recommendation: It is recommended that you approve having the anticipated cost (not to exceed \$260.00) of the Executive Seminar luncheon program charged to the DCI Imprest Fund. The justification for reimbursement of the costs of participation by CIA and Office of DCI personnel is that they would be doing so as part of their official duties. The luncheon should be regarded as an extension of the briefing program.

/s/ Donald E. Smith

Donald E. Smith

Attachment:
As stated

Distribution:
Orig - Adse, w/Att (Return to DTR)
2 - DDA, w/o Att

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APPROVED:

Deputy Director for Administration

DISAPPROVED:

Deputy Director for Administration

DATE:

4/17/79